

INTERPRETER SERVICES

(August 2006)

Pursuant to the Court Interpreter's Act (28 USC §1827), each federal court is required to provide, at judiciary expense, a certified or otherwise qualified interpreter in judicial proceedings instituted by the United States for a party who speaks only or primarily a language other than English.

Pursuant to Judicial Conference Policy (September 1995), each federal court is required to provide, at judiciary expense, sign language interpreters, or other appropriate auxiliary aids, for services to participants in federal court proceedings (civil as well as criminal) who are deaf, hearing-impaired, or have other communications disabilities.

The Court Interpreter's Act provides for qualified interpreters to be present in court for criminal cases. Their services are paid for by the Administrative Office of the U.S. Courts.

The District Court for the District of Colorado has a pool of contract certified Spanish interpreters assigned on a daily rotation basis. Other language interpreters are called in on a freelance basis when needed. As described below, the Courtroom Services Division of the Clerk's Office oversees the providing of interpreter services.

In-court criminal matters: As required, an interpreter will be present at every court proceeding scheduled before a U.S. District Court judge or magistrate judge.

Meetings/interviews in lock-up (cell block) before or after a court proceeding, or interviews with family members, are not automatically covered by the court's interpreters. In-court matters take precedence over lock-up visits. Every attempt will be made to provide this additional service as a courtesy, but it cannot be guaranteed.

Out-of-court attorney-client consultations for CJA counsel, Federal Public Defenders and Probation Officers:

All inquiries regarding "out-of-court" interpreter needs for CJA counsel, Federal Public Defenders and Probation Officers are to be directed to the interpreter line at the Interpreter Desk as listed below.

Privately retained counsel should visit the court's website for a complete list of interpreters who can assist with interpreter services for their clients and should not contact the Interpreter Desk to schedule appointments.

Government Witnesses: At least **48 hours** in advance of such proceedings, U.S. Attorneys shall contact the Interpreter Desk to arrange for interpreters for government witnesses for scheduled in-court proceedings. The U.S. Attorney's Office is otherwise responsible for scheduling and paying all interpreters needed for out-of-court witness interviews.

Defense Witnesses: At least **48 hours** in advance of such proceedings, defense counsel shall contact the Interpreter Desk to arrange for interpreters for defense witnesses for scheduled in-court proceedings.

Translations of charging and plea documents are provided at no cost to the parties in criminal cases. Charging documents will be translated and filed in the Clerk's Office. Defense counsel will be responsible for obtaining a translated version from the court file and promptly delivering it to the defendant. Plea documents to be translated are to be delivered by e-mail, fax or mail to the Interpreter Desk, or placed in the Translations Box in the Courtroom Services Division on the 2nd Floor of the Arraj Courthouse, 901 19th Street, Denver, CO 80294. The Interpreter Desk should be informed of the desired method of return delivery of such documents. **Please submit these documents at least 3 days in advance of when they are needed. Translation of documents submitted any later than 3 days in advance of need cannot be guaranteed.**

How to contact Interpreters at the Interpreter Desk:

Interpreter Line (303) 335-2084

Fax: (303) 335-2375

E-mail: Spanish_Interpreters@cod.uscourts.gov

For any additional inquiries regarding interpreter needs please contact:

Charlotte Hoard (303) 335-2100

Fax: (303) 335-2110

E-mail: charlotte_hoard@cod.uscourts.gov

Lucy West (303) 335-2099

Fax: (303) 335-2375

Lucy_west@cod.uscourts.gov

